

Employment Opportunity

Accounting Assistant

\$ 39,169 - \$ 58,754 per year plus benefits

San Bernardino Associated Governments, known as SANBAG, is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SANBAG serves the 1.9 million residents of San Bernardino County.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

JOB SUMMARY

Under general supervision, performs a variety of accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable and accounts receivable, in addition to balancing and maintaining manual and computerized accounting and financial records; assists in preparation for annual audits and other financial statements; and performs related work as required.

ESSENTIAL FUNCTIONS

This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:

- Performs accounting support duties related to payroll, accounts receivable and/or accounts payable, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Verifies, posts, and records financial transactions; prepares and maintains databases, records, and reports; generates reports by computer and balances them appropriately.
- Maintains a variety of ledgers, registers, and journals according to established accounting policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Receives and balances checks and general ledger debits; identifies type of checks received (i.e. payment, revenue or reduction) and processes accordingly; allocates revenue to proper cost accounts; posts revenue, prepares bank deposits and related reports.
- Reviews accounts to determine accuracy of records; creates routine journal entries and posts in the financial system.
- Responds to requests for information and compiles data for financial reports.
- Processes and prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounting system to produce payment; prepares payments for mailing and files copies with backup; verifies contract, purchase orders and budget balances before processing payments.
- Prepares SANBAG Deposit Distribution forms; compiles and collects information and back up documents.
- Maintains check registers and manages cash requirements.
- Audits, verifies, codes, and batches accounts payable transactions; matches purchase orders, contracts, and invoices; researches discrepancies and unauthorized purchases; checks allocations against department and program budget appropriations; prepares payment requests; balances and maintains retention accounts; liquidates purchase orders; processes purchasing requisitions for the assigned department.

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- Sets up new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Assists in annual audit, including providing requested files and information.
- Utilizes various computer applications and financial system; enters and maintains data; creates spreadsheets and generates reports using the financial system and spreadsheet software; creates documents using word processing software.
- Assists all SANBAG staff, contractors, member agencies and/or vendors by providing answers and information on accounts payable, account information, discrepancies, or general accounting procedures; researches issues regarding specific transactions; resolves discrepancies in an efficient and timely manner; and updates related files on action items.
- Trains and oversees support staff in performing accounts payable functions.
- Provides back up support for other accounting functions as required.
- Supports the procurement function in updating contracts; reviews and analyzes minute actions, contract budgets, contingency information, and expiration dates.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Accounting principles and practices for public sector bookkeeping.
- Terminology and practices of financial and account document processing and record keeping, including accounts receivable and accounts payable.
- Applicable state and federal statutes, rules, codes and regulations.
- Payroll and benefits accounting rules, regulations, methods and procedures.
- Business arithmetic and basic financial and statistical techniques.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, SANBAG staff and staff of member agencies in person and over the telephone.

Ability to:

- Perform responsible and highly complex administrative support work with accuracy, speed, and general supervision in assigned timelines, and requiring the use of tact and discretion.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Understand the organization and operation of SANBAG and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Review and maintain complex and extensive records, compiling technical information, and maintaining official records.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- File materials alphabetically, chronologically, and numerically.

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- Understand and follow oral and written instructions.
- Handle confidential information appropriately.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, and prudence within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and/or Experience:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of general accounting and clerical experience, preferably in municipal accounting. College coursework in accounting and business is desirable

Licenses and Certifications:

None

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATION PROCEDURE

Applications will be accepted until Friday, July 10, 2015 at 4:00 p.m. or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at www.sanbag.ca.gov.

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

Forward Application to: San Bernardino Associated Governments
Attn: Management Services
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Visit SANBAG at www.sanbag.ca.gov.